**College of Letters and Science**

**University Staff Professional Development Program**

**Budget Worksheet**

Note: Supporting documentation must be provided for all budget items. Include evidence of cost-saving where appropriate. If travel is involved, UW-Madison travel policies and procedures can be found at <https://businessservices.wisc.edu/travel-reimbursement/planning-a-trip/>

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| --- | --- |
| Professional Development opportunity for which you are seeking funding: |  |
| Beginning Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Total fees or costs (attach registration form, brochure, etc.) | $ |
| Is the course for credit? \_\_\_\_\_\_\_\_\_yes \_\_\_\_\_\_\_\_\_no  Is the course a requirement of the position? \_\_\_\_\_\_\_\_\_yes \_\_\_\_\_\_\_\_\_no |  |
| Other sources of funding you have applied for, if any, for this professional development opportunity: | $ |
| Air transportation (provide documented quote) | $ |
| Ground transportation (For additional information on reimbursable transportation costs, please refer to the attached information sheet.)  (UW fleet is preferred when available)  # Days or Miles\_\_\_\_\_: x Cost per day/mile: \_\_\_\_\_\_\_ = Total: $ \_\_\_\_\_\_  Other costs:  Taxi, shuttle: $ Tolls: $ Parking: $ \_\_\_\_\_ | $ |
| Lodging (please note UW lodging maxima requirements)  # Nights:\_\_\_\_\_\_ x Cost per night \_\_\_\_\_: $\_\_\_\_\_\_  Other charges (explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Conference Rate?  State or Government Rate? | $ |
| Food (Not to exceed UW in state/out of state limits; food for local participants is not allowed)  Brkfst: #\_\_\_\_\_\_\_ x Allowed rate\_\_\_\_\_\_ : $ \_\_\_\_\_\_\_  Lunch: # \_\_\_\_\_\_\_ x Allowed rate\_\_\_\_\_ : $ \_\_\_\_\_\_\_  Dinner: #\_\_\_\_\_\_\_ x Allowed rate\_\_\_\_\_ : $ \_\_\_\_\_\_\_  Meals covered in registration?  Breakfast #\_\_\_\_\_\_: Lunch #\_\_\_\_\_\_: Dinner #: \_\_\_\_\_\_\_ | $ |
| Other Expenses (e.g., books; list and justify) | $ |
| TOTAL | $ |